

IMPORTANT NOTICE - PLEASE READ

INSPECTION CHECKLIST

The rental unit that you receive assistance in (including those who lease or continue to lease where they currently live), must be inspected by the HA to ensure that the unit meets Housing Quality Standards (HQS) and local City codes. **Follow the checklist and use it as a guideline to make sure your unit will pass inspection on the first appointment.** If the unit initially does not pass inspection, the owner/agent will be given reasonable time to make necessary repairs. The unit will be inspected a maximum of three times. If the unit continues to fail after three inspections, the unit will be denied for assistance.

The following are items the Housing Inspector will check to ensure that your home will be a safe, sanitary, and decent place to live. **If any of these items need to be repaired, PLEASE HAVE THEM REPAIRED PRIOR TO THE HOUSING INSPECTION DATE.**

- √ All major utilities (electricity, gas, water) must be on.
- √ The refrigerator must be present, clean and in working condition.
- √ The cooking stove/oven must be present, clean and working properly. A microwave may be substituted for a stove/oven.
- √ The exterior and interior walls and ceiling must be free from defects. The roof must not leak.
- √ There must not be any Mold or Mildew around the windows, on the walls, or on the ceilings.
- √ Electrical fixtures and wiring must be safe; no exposed wires or faulty circuit breakers. Outlet and switch plate covers must be in place; not cracked or broken.
- √ Plumbing in good working order; no leaking faucets/pipes or slow/plugged drains.
- √ Windows in good condition; no broken or cracked glass or windowpanes.
- √ Screens must be in good condition and installed on all openable windows (at the minimum, one screen per room).
- √ Security: windows and entry doors must have working locks. Window locks must be permanently affixed and double-keyed deadbolt locks are not allowed.
- √ Heater must be safe, properly vented and adequate for unit size.
- √ Kitchen and bathroom must have hot and cold running water. Bathroom must have an operable toilet and shower/bathtub.
- √ Bathroom must have an openable window or working ventilation fan.
- √ Interior and exterior walls: no peeling, cracking or chipping paint. Lead-based paint must be professionally treated.
- √ No evidence of mice, rat, and/or roach infestation.
- √ There must be a working smoke detector on each level of the unit.
- √ Flooring: carpet and vinyl must be in good condition and not constitute a tripping hazard; no loose seams, tears, or holes.
- √ No excessive trash or debris in or around the unit, such as boxes, wood, tires, machine or auto parts, or old appliances. Inoperable automobiles must also be removed.